



## NEIGHBORHOOD COMMISSION

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### **DRAFT– REGULAR MEETING MINUTES MONDAY, APRIL 25, 2016 MISSION MEMORIAL BUILDING HEARINGS ROOM**

CALL TO ORDER: Chair Yamanoha called the meeting to order at 7:04 p.m.

Members Present – Robert “Bob” Finley, Loryn Guiffre, Joby North III, Richard Oshiro, Robert Stubbs, Claire Tamamoto, Russell Yamanoha, and Sylvia Young.

Members Absent – Tyler Dos Santos-Tam.

Guests – Elisabeth Contrades (Deputy Corporation Counsel.); Executive Secretary Shawn Hamamoto, Bryan Mick, and Neil Baarde (Neighborhood Commission Office).

Roll Call of Commissioners, Establishment of Quorum – A roll call of Commissioners established a quorum present with eight (8) Commissioners.

Report of any Neighborhood Commission business considered by the Liliha/Puunui/Alewa/Kamehameha Heights Neighborhood Board No. 14 – There was no report.

Disclosure – Finley disclosed that he and Dos Santos-Tam attended the City Council hearing and commented that they were in favor of the proposed project at 133 Kaiulani Avenue in Waikiki.

### APPROVAL OF MINUTES

Regular Meeting Minutes – March 28, 2016: **Finley moved and Guiffre seconded to approve the March 28, 2016 regular meeting minutes. The minutes were APPROVED as circulated, 8-0-0 (Aye: Finley, Guiffre, North III, Oshiro, Stubbs, Tamamoto, Yamanoha, and Young).**

PUBLIC CONCERNS – There were no concerns.

EXECUTIVE SECRETARY’S REPORT: Shawn Hamamoto reported the following:

Staffing Update – Thursday, March 31, 2016 was Rise Doi’s last day, as she was offered an office manager position at the State Legislature. The Neighborhood Commission Office (NCO) has hired another Neighborhood Assistant, James Skizewski who started on Monday, April 18, 2016.

Office Move to Kapalama Update – Hamamoto has met with the Department of Design and Construction (DDC) and the target completion date is by July 13/14, 2016, and noted that if the schedule is kept, the NCO will move by the end of July 2016. Kapalama Hale is the old Sprint building. Tamamoto asked and Hamamoto responded that the City will lease the building with the option to buy. Yamanoha asked and Hamamoto responded that the old Sprint building is not on the block of Costco, but the adjacent property to Costco.

Update on Council Appointments to the Neighborhood Commission – There were no updates from City Council about any appointments.

State Legislature and Honolulu Charter Commission Update – Bryan Mick noted that there was a measure at the Legislature that would require including documents with the agenda for any Board or Commission. Mick noted that for example, if a Board was to consider an Environmental Impact Statement (EIS), the entire EIS would need to be included with the agenda or be sent separately after. Mick noted that the Office of Information Practices (OIP) opposes the measure as well and commented that sending electronic versions are accepted as well. Finley noted that an EIS can be two (2) phone books thick and asked if the NCO will send out something that thick. Mick responded that the NCO will send it out if need be but it is also available at the source agency, and this might force boards to avoid topics that have lengthy documents associated with them. Charter Commission had advanced two (2) measures; one that would ban concurrent service on the neighborhood boards and the Neighborhood

Commission; the second would change the title of the Executive Secretary to Executive Director. Other proposals are still under consideration. One proposal would have established new term limits for all City offices including neighborhood board members. The Charter Commission removed the neighborhood boards from this proposal partially in response to the NCO's objections.

NCO Budget – Hamamoto noted that the proposed budget cut would be \$3,600 from video and \$1,700 for staff training. The video money has been restored. If Council leaves the cut in, the NCO will try and find funds elsewhere to pay for training. Tamamoto asked if the Council Committee has restored everyone's budget. Hamamoto responded that NCO is okay, but other City agencies have not. Finley asked and Hamamoto responded that the cut for the new tabbing machine to help with the mail outs was restored.

### COMMITTEE REPORTS

Elections Committee – Oshiro noted that the minutes from the Committee meeting were attached to the mail out.

Neighborhood Plan Committee – Finley noted that the Neighborhood Plan Committee will meet on Tuesday, April 26, 2016 at 10:00 a.m. at the Missions Memorial Building Hearings Room.

Survey Committee – There was no report.

### COMMISSION BUSINESS

Conference of Chairs (COC) Report – Hamamoto thanked the Commissioners who attended the COC and noted that it was a good event with good reviews and congratulated Mick for taking the lead. The NCO wanted to make it better than prior COCs and have the Chairs actually learn things. Hamamoto thinks that was accomplished. Tamamoto noted well done to the NCO for hosting the COC. Chair Yamanoha noted that the venue was a good site. Hamamoto thanked Sam Moku from HPU for helping keep the costs low.

Report on Evaluation of Neighborhood Board Visitations – There were no reports.

COC Surveys – Mick noted that available tonight was the post COC survey taken of the attendees. Also available was the items written down on the whiteboards around the room by the attendees regarding several topics. The minutes are being completed but the NA who took minutes was out of the office but the minutes will be done. He added that there were some people who asked if the power point presentations could be put online and they have been. Contrades asked that any suggestions relating to the Plan amendments be provided to the Plan Committee. Chair Yamanoha noted that he was talking to North III when they overheard someone say that the office should support and not hinder the boards and suggested the office publicize ways that the NCO supports all of the Boards. He added that it is absurd if people think the NCO hinders the boards and noted that the NCO and the Commission supports the boards and the Neighborhood Plan. Tamamoto suggested getting the boards to know the office and its functions. Mick responded that the office supports the boards but sometimes says no because what a board wants is against the Plan, or if the office says yes to certain requests, then the office would have to say yes to all boards with similar requests. Chair Yamanoha noted that the COC was great until he saw a whiteboard that said the time was not being used effectively and noted that the NCO and Commission are not there to overturn decisions, but are to make sure everyone follows the Plan. Mick noted the NCO often serves as a buffer to relay rules to the boards, an example being when the budget department ruled boards could not select their own videographer but the NCO had to utilize the procurement process. Mick added he frequently tells people that the NCO will not file a complaint against a board unless a major violation seems to have occurred Tamamoto noted that majority of people who attended really liked how it was ran and commented that those with complaints always find something to complain about. Tamamoto noted that there were two (2) to three (3) guys who gave good input and suggested next time let a Board Chair give a presentation because they had good input. Mick noted that some people wanted another conference or at least a gathering of all chairs with no agenda. Chair Yamanoha asked if two (2) members of the same board can attend. Contrades responded that she has to follow up to be sure it is not a meeting under Sunshine Law, but likely because there is no agenda it is not. Oshiro asked and Contrades responded that the Commission does not really have to limit or monitor the gathering because there is no agenda and the gathering does not have to be public. Contrades noted that something could be setup but needs to double checked and call it something different than a COC.

**Stubbs moved and Oshiro seconded to add withdrawal of complaint 2016-01 Tynanes v Dudley to the April 2016 Agenda. The motion was UNANIMOUSLY ADOPTED, 8-0-0. (AYE: Finley, Guiffre, North III, Oshiro, Stubbs, Tamamoto, Yamanoha, and Young.)**

Withdrawn Complaint – **Stubbs moved and Young seconded that the Neighborhood Commission dismiss the complaint of 2016-01 Tynanes v Dudley. The motion was UNANIMOUSLY ADOPTED, 8-0-0. (AYE: Finley, Guiffre, North III, Oshiro, Stubbs, Tamamoto, Yamanoha, and Young.)**

#### ANNOUNCEMENTS

Next Meeting – The Neighborhood Commission will **RECESS** in May 2016. The next Neighborhood Commission's meeting will be held on Monday, June 27, 2016 at 7:00 p.m. at the Mission Memorial Building Hearings Room, 550 South King Street.

**Finley moved and Young seconded to adjourn the Neighborhood Commission Meeting. The motion was ADOPTED, 6-0-0. (Aye: Finley, Guiffre, North III, Oshiro, Stubbs, Tamamoto, Yamanoha, and Young).**

ADJOURNMENT – The meeting adjourned at 7:35 p.m.

Submitted by: Neil Baarde, NCO Staff  
Reviewed by: Bryan Mick, NCO Staff